

2008 Yearly Calendar

January 2008

January	Resolution to encumber funds from prior year must be signed at the January library board meeting. Resolution to transfer line item appropriations for previous year to not incur negative balances within appropriations must be signed at the first library board meeting of the current year.
January 1	New Year's Day
After the first Monday & on or before the last day of January	The local officers designated as members of the board of finance shall meet following reasons: 1) To elect a president and secretary. [IC 5-13-7-6] 2) To receive and review the investment officer's report on investments, which is required under IC 5-13-7-7 and to review the overall investment policy of the library. [IC 5-13-7-6,7] 3) To designate the newspapers or qualified publications in which the library shall publish notice. [IC 5-3-1-4]
After January 1 - Before May 15	In order to be able to collect property taxes for a Library Capital Projects Fund, the Library Board must: 1) Hold a public hearing on a proposed plan. 2) Pass a resolution to adopt a plan. 3) Submit the plan for approval by the fiscal body.
January 10	Last day to post Form 470 for seeking bids for Internet e-rate discounts. See http://www.universalservice.org/sl/ for more information
Due by January 15	Make reports and payments to Public Employees' Retirement Fund (PERF), Room 800 Harrison Building, 143 West Market, Indianapolis, IN 46204, for the fourth quarter of the preceding year for Public Employees' Retirement contributions, if the library participates in the retirement plan.
Due by January 20	State withholding tax is required to be reported and paid by the 20th of each month for preceding calendar month to the State Department of Revenue; no quarterly report is required.
January 21	Martin Luther King, Jr. Day Indiana State Library closed (all state offices closed)
January 11-16	American Library Association (ALA) Midwinter Meeting, Philadelphia, PA.
Due by January 25	Send in Public Library Access Card (PLAC) Quarterly Report for the 4th quarter (October - December) of the preceding year. Return to Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296
January 26	ISLAC (Indiana State Library Advisory Council), Indiana State Library, Indianapolis, IN

On or Before January 31	File Report of Names and Compensation of Officers and Employees (Form 100R) (use library address for all officers and employees) with the State Board of Accounts, 302 West Washington Street, Fourth Floor, Room E418, Indianapolis, IN 46204-2765 [IC 5-11-13-1]
Due by January 31	Prepare Employer's Quarterly Federal Tax Return for fourth quarter of the preceding year to IRS.
Due by January 31	Prepare withholding statements for employees (W-2) and make annual reports to Internal Revenue Service and Indiana Department of Revenue and file any federal 1099's for contracts over \$600 when the company is not incorporated.
January 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

February 2008

Due by February 1	File Annual Report forms with Library Development Office, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204. [IC 4-23-7.1-22]
February 5 2:00 p.m.-4:00 p.m.	ILF Legislative Committee, Indiana State Library, Indianapolis, IN
February 7	Deadline to file Form 471 for E-rate. Windlow closes at 11:59 p.m. See http://www.universalservice.org/sl/ for more information
February 11 1:30-3:30 p.m.	Every Child Ready to Read Roundtable, Allen Co. P.L., Fort Wayne, IN
February 20	Last day to report and make payment of state and county income tax withheld during January to the Department of State Revenue, Indianapolis.
February 22	Deadline to submit Statement of Interest in Statewide Open Source ILS Initiative
February 25 1:00-3:00 p.m.	Every Child Ready to Read Roundtable, Owen Co. Public Library
February 28	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.
February 17-24	Music Library Association Annual Meeting, Newport, RI http://www.musiclibraryassoc.org

March 2008

Due by March 1 (No later than 60 days after the end of the year)	File Library Annual (Financial) Report (LAR-1) with Bureau of Census. Contact Indiana State Board of Accounts with questions.
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Must take effect by March 1	<p>Mergers of library districts or expansions by libraries acquiring new territory must take effect by March 1 of the current year before a request for a new tax levy can become effective the next year. Any merger or expansion after March 1 will cause a year's delay in the new tax levy.</p> <p>All mergers, expansions, and establishment of newly formed public libraries must notify Department of Local Government Finance. All paperwork must be filed with Indiana State Library within 10 days of final signature.</p> <p>Mergers and establishment of newly formed public libraries must immediately begin budget preparation to present to Department of Local Government Finance before July 15.</p>
March 2-4	Indiana State Reading Association Annual Conference, Indianapolis, IN http://www.indianareads.org/
March 4 a.m.-12:00 p.m.	10 ILF Legislative Committee, Indiana State Library, Indianapolis, IN
March 4-10	Teen Tech Week- ALA
March 10 1:00-3:00 p.m.	Every Child Ready to Read Roundtable, Kokomo-Howard County Public Library South Branch
March 12-15	ACRL National Conference, Seattle, WA
March 17 1:00-3:00 p.m.	Every Child Ready to Read Roundtable, Anderson Public Library
March 20	Last day to report and make payment of state and county income tax withheld during February to the Department of State Revenue, Indianapolis.
March 21	Good Friday State Library closed (all state offices closed)
March 25-29	PLA National Conference, Minneapolis, MN
March 28	2008 LSTA Technology Mini-grant applications due
March 28	2008 LSTA Digitization Mini-grant applications due
March 30 9:30 a.m.-4:30 p.m. EDT	Every Child Read to Read @ Your Library Train-the-Trainer Workshop at Jennings County Public Library, North Vernon
March 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

April 2008

April	<p>National Poetry Month</p> <p>School Library Media Month</p>
April 1 2:00 p.m.-4:00 p.m.	ILF Legislative Committee, Indiana State Library, Indianapolis, IN
April 1 1:00-3:00 p.m.	Every Child Ready to Read Roundtable, St. Joseph County Public Library

April 3	ILF District 8 Conference, Union County Public Library, Liberty, IN
April 4	ILF District 6 Conference, Ivy Tech Community College Southeast, Madison IN
April 4-5	Society of Indiana Archivists 2008 Annual Meeting at Indiana Historical Society, Indianapolis, IN
April 7-9	Computers in Libraries 2008 Conference, Hyatt Regency Crystal City in Arlington, VA
April 9 1:00-3:00 p.m.	Every Child Ready to Read Roundtable, Ohio Township Public Library System
Due by April 15	Make reports and payments to Public Employees' Retirement Fund, Room 800 Harrison Building, 143 West Market Street, Indianapolis, Indiana, 46204, for the first quarter of year for Public Employees' Retirement contributions, if library participates in the retirement plan.
April 15, 12:30-5:00 p.m.	"Fundraising for Public Libraries," at Batesville Public Library
April 15-21	National Library Week
April 17	ILF District 4 Conference, Indianapolis Marion-Co. Public Library, Indianapolis, IN
April 18 10:00 a.m.-12:00 p.m.	ISLAC Indiana State Library Room 401
April 18	Last day to report and make payment of state and county income tax withheld during March to the Department of State Revenue, Indianapolis.
April 22	ILF District 1 Conference, Century Center, South Bend, IN
April 23, 12:30-5:00 p.m.	"Fundraising for Public Libraries," at Washington Carnegie Public Library
Due by April 25	Send in PLAC Quarterly Report for the 1st quarter (January - March) of the preceding year. Return to Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296
April 24	ILF District 3 Conference, Noble County Public Library, Albion, IN
April 28	2008 LSTA Innovation Technology mini-grant applications due
April 29 9:00 a.m.-2:30 p.m.	Every Child Ready to Read Storytime Workshop, Huntington City Township Public Library
April 29, 12:30-5:00 p.m.	"Fundraising for Public Libraries," at Wells County Public Library
April 30 9:00 a.m.-2:30 p.m.	Every Child Ready to Read Storytime Workshop, Frankfort-Clinton County Contractual Library
Due by April 30	Prepare Employer's Quarterly Federal Tax Return for first quarter of year to Internal Revenue Service.
April 30	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

April 30-May 4	International Reading Association Annual Conference, Chicago, IL
<u>May 2008</u>	
May	CAGIT distribution send to CAGIT county libraries
May 1 9:00 a.m.-2:30 p.m.	Every Child Ready to Read Storytime Workshop, Porter County Public Library
May 1-2	National Library Legislative Day. Contact ALA
May 4-8	International Reading Association Annual Conference, Atlanta, GA http://www.reading.org/association/meetings/annual.html
May 6	Primary Election Day State Library closed (all state offices closed)
May 6 9:00 a.m.-1:00 p.m.	911 East 86 th Street, ILF Legislative Committee
May 7 9:00 a.m.-2:30 p.m.	Every Child ready to Read Storytime Workshop, Jeffersonville Township Public Library
May 8 9:00 a.m.-2:30 p.m.	Every Child ready to Read Storytime Workshop, Evansville Public Library
May 9	ILF District 2 Conference, Tipton County P.L., Tipton, IN
May 10 9:30 a.m.-3:30 p.m. EDT	Public Library Budget 100 Workshop, Culver Public Library, Culver, IN
May 10	First installment of taxes due County Treasurer May 10. [IC 6-1.1-22-9] County Auditor verifies collections with Treasurer's Certificate of Collections and makes settlement and distribution to governmental units including public libraries. [IC 6-1.1-27-2]
May 12 9:00 a.m.-2:30 p.m.	Every Child ready to Read Storytime Workshop, Fayette County Public Library
May 13 9:00 a.m.-2:30 p.m.	Every Child ready to Read Storytime Workshop, Carmel Clay Public Library
Before May 15	In order to be able to collect property taxes for a Library Capital Projects Fund in 2007, the Library Board must; 1) Hold a public hearing on a proposed plan. 2) Pass a resolution to adopt a plan. 3) Submit the plan for approval by the fiscal body.
May 15	ILF District 5 and 7 Conference, Vincennes University, Vincennes, IN
May 20	Last day to report and make payment of state and county income tax withheld during April to the Department of State Revenue, Indianapolis.
May 20, 12:30-5:00 p.m.	"Fundraising for Public Libraries," at Laporte County Public Library
May 21, 12:30-5:00 p.m.	"Fundraising for Public Libraries," at Frankfort-Clinton Co. Contractual Public Library
May 20-21	Computers in Libraries, Hilton New York City, NY http://www.infotoday.com/cil2008/

May 22 a.m.-2:30 p.m.	9:00	Every Child ready to Read Storytime Workshop, Vigo County Public Library
May 26		Memorial Day State Library closed (all state offices closed)
May 29 10:00 a.m.-3:45 p.m. EDT 9:00 a.m.-2:45 p.m. CDT		Public Library Budget Indiana State Library, Room 401 (jointly produced by the Indiana State Library with the Department of Local Government Finance and the State Board of Accounts)
May 31		On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

June 2008

Due by June 1		Deadline for certifying names and addresses of every library employee to the county treasurer for the county where the employee works. [IC 6-1.1-22-14]
June 5 10:00 a.m.-3:45 p.m. EDT 9:00 a.m.-2:45 p.m. CDT		Public Library Budget Indiana State Library, Room 401 (jointly produced by the Indiana State Library with the Department of Local Government Finance and the State Board of Accounts)
June 6 8:30 a.m.-11:00 a.m.		ILF Legislative Committee, Indiana State Library, Indianapolis, IN
Mid June		Begin preparation of public library's budget for ensuing year. See Chapter 2 of the "Accounting and Uniform Compliance Guidelines Manual For Libraries".
June 15-18		Special Libraries Association Annual Conference, Seattle, WA http://www.sla.org/content/Events/conference/ac2008/index.cfm
June 20		Last day to report and make payment of state and county income tax withheld during May to the Department of State Revenue, Indianapolis, IN.
June 26-July 2		ALA Annual Conference, Anaheim, CA http://www.ala.org/ala/eventsandconferencesb/annual/2008a/home.htm
On or before June 30		Distribution of funds (property tax, excise tax, FIT, CVET revenues) received due library by County Auditor. [IC 6-1.1-27-1]
June 30		End of 2007 LSTA Grant projects
June 30		On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

July 2008

Begins July 1		Annual funding year for federal Universal Service Fund discounts (e-rate).
July 2 a.m.-12:00 p.m.	10:00	ILF Legislative Committee, Indiana State Library, Indianapolis, IN
July 4		Independence Day

	State Library closed (all state offices closed)
By July 15	New library units due to mergers (two or more libraries joining as one) must have submitted their budget for approval by the Local Government Tax Control Board, Department of Local Government Finance, 150 West Market Street, Indianapolis, Indiana, 46204.
Due July 15	Make reports and payments to Public Employees' Retirement Fund, Room 800 Harrison Building, 143 West Market Street, Indianapolis, Indiana, 46204, for the second quarter of year for Public Employees' Retirement contributions, if library participates in the retirement plan.
July 12-15	American Association Of Law Libraries, Portland, OR. http://www.aallnet.org/events/
July 18 10:00 a.m.-noon	ISLAC (Indiana State Library Advisory Council), Indiana State Library, Indianapolis, IN Room 401
July 18	Last day to report and make payment of state and county income tax withheld during June to the Department of State Revenue, Indianapolis, IN.
July 22	Last day to report and make payment of state and county income tax withheld during June to the Department of State Revenue, Indianapolis.
Due by July 25	Send in PLAC Quarterly Report for the 2nd quarter (April - June) of the preceding year. Return to Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296
Due by July 31	Prepare Employer's Quarterly Federal Tax Return for second quarter of year to Internal Revenue Service.
End of July	Prepare budget estimates for presentation to the Department of Local Government Finance.
July 31	Last day to submit 2007 LSTA Grant reimbursement requests
July 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.
July 31	Last day to make Quarterly Payroll Report (UC1 and UC5) for second quarter (April, May, June) to the Department of Workforce Development, Indianapolis.

August 2008

Not later than August 1	Estimates of net assessed valuation and of taxes to be distributed during last six months of year to be furnished to library director and proper officer of library board for use in preparing budget for ensuing year. [IC 6-1.1-17-1]
By August 1	Distribution of PLAC funds must be made to libraries by Indiana State Library. [IC 4-23-7.1-29(a)]
August 5 p.m.-4:00 p.m.	2:00 ILF Legislative Committee, Indiana State Library, Indianapolis, IN

August 20	Last day to report and make payment of state and county income tax withheld during July to the Department of State Revenue, Indianapolis, IN.
August 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.
<u>September 2008</u>	
September	Library Card Sign-Up Month, Contact ALA Literacy Month
September 1	Labor Day State Library closed (all state offices closed)
September 2 10:00 a.m.-12:00 p.m.	ILF Legislative Committee, Indiana State Library, Indianapolis, IN
September 8	International Literacy Day (Contact International Reading Association)
No later than September 9	First publication of library budget. [IC 36-12-3-12, IC 5-3-1-2, IC 6-1.1-17]
September 14	Technology Plan DRAFT covering at least 7/1/09-6/30/08 must be received in Library Development Office
No later than September 17	Second publication of library budget. [, IC 36-12-3-12, IC 5-3-1-2, IC 6-1.1-17]
September 19	Last date for a public library to file an excessive levy appeal with the Department of Local Government Finance [IC 6-1.1-18.5-12]
September 19	Last day to report and make payment of state and county income tax withheld during August to the Department of State Revenue,
No later than September 20	Public hearing must be completed, at least 10 days before the library board meets, to adopt the budget. [IC 6-1.1-17-5(a)]
No later than September 20	Last date to file Library Capital Projects plan with the DLGF.
September 22	Meeting of County Board of Tax Adjustment - September 22 or the first business day after September 22, if September 22 is not a business day. [IC 6-1.1-29-4] Immediately after adjournment of the County Tax Adjustment Board, notice of tax levies and rates as fixed by the board [IC 6-1.1-17-12] are published by the County Auditor. Copy of the minutes and copies of all budgets are furnished to the Department of Local Government Finance by County Auditor.
September 25	ILF Legislative Forum and Benefits Dinner, Oakhill Mansion, Indianapolis, IN
September 29–October 6	Banned Book Week. http://www.ala.org/ala/oif/bannedbookweek/bannedbookweek.htm
September 30	Last day to submit 2007 LSTA Grant final reports
September 30	2008 LSTA Grants 1st Quarterly Report due

- September 30 Library budget must be adopted by library board and submitted to County Auditor for submission to County Board of Tax Adjustment two days after library board adopts the budget. [IC 36-12-3-12]
- September 30 On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.and appropriation record) with the bank statement.

October 2008

- By October 1 County Board of Tax Adjustment must complete its budget review duties. [IC 6-1.1-29-4; 6-1.1-179]
- Within ten days after the notice of levies and the rates published by the auditor If Library wishes to appeal the decision of the County Tax Adjustment Board, an appeal statement must be filed with the County Auditor within is ten days after the notice of levies and rates is published by the auditor.
- October 2 Last possible day to submit the 2009 budget to the county auditor.
- October 7
2:00 p.m.-4:00 p.m. ILF Legislative Committee, Indiana State Library, Indianapolis, IN
- October 10 Last date for ten or more taxpayers to file an objection to a budget [IC 6-1.1-17-5(b)]
- October 13 Columbus Day
State Library closed (all state offices closed)
- October 14-20 Teen Read Week
<http://www.ala.org/ala/yalsa/teenreading/teenreading.htm>
- Due by October 15 Make reports and payments to Public Employees' Retirement Fund, Room 800, Harrison Building, 143 West Market, Indianapolis, Indiana, 46204, for the third quarter of year for Public Employee Retirement contribution, if library participates in the retirement plan.
- October 16-19 LITA National Forum, Cincinnati, OH
<http://www.ala.org/ala/lita/litaevents/litaforum2008/proposals.cfm>
- October 17
10:00 a.m.-12:00 p.m. ISLAC (Indiana State Library Advisory Council), Indiana State Library, Indianapolis, IN
- October 20 Last day to report and make payment of state and county income tax withheld during September to the Department of State Revenue, Indianapolis.
- Due by October 25 Send in PLAC Quarterly Report for the 3rd quarter (July - September) of the preceding year. Return to Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296
- October 28 Deadline for filing Form 486 for E-rate. (Filed by AdTec) See <http://www.universalservice.org/sl> for more information.
- Due by October 31 Prepare Employer Quarterly Federal Tax Return for third quarter of year to Internal Revenue Service.

October 31	Upon receipt of order from County Board of Tax Adjustment and Department of Local Government Finance on the budgets, tax levies and rates, County Auditor notifies treasurer of library board of action taken thereon. [IC 6-1.1-17-6; 6-1.1-17-16]
October 31	Technology Plan, Board Resolution, Form 479, and Letter of Agency due in LDO for E-Rate Consortium members
October 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.
October 31	Last day to make Quarterly Payroll Report (UC1 and UC5) for third quarter (July, August, September) to the Department of Workforce Development.

November 2008

November TBD	E-Rate Form 471 filing window opens
November 4	General Election Day State Library closed (all state offices closed)
November 4 9:00 a.m.-1:00 p.m.	911 East 86 th Street, ILF Legislative Committee
Due by November 10	Second installment of property taxes are due. [IC 6-1.1-22-9] After the County Treasurer has entered all credits for collection in the tax duplicate and special assessment duplicates County Auditor makes settlement and distribution.
November 11	Veteran's Day State Library closed (all state offices closed) National Children's Book Week. Contact Children's Book Council.
November 18-20	Indiana Library Federation Conference, Indianapolis, IN
November 20	Last day to report and make payment of state and county income tax withheld during October to the Department of State Revenue, Indianapolis.
November 27-28	Thanksgiving Day and Floating Holiday State Library closed (all state offices closed)
November 30	Request for Services form due to ENA
November 30	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.

December 2008

December	Must have resolution to reduce operating fund appropriations done before January 1 of next calendar year. Copies are to be sent to Department of Local Government Finance and State Board of Accounts. Original copy remains in the library's minute book.
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December 1	Deadline for certifying names and actual addresses of every library employee to the County Treasurer for the county where the employee works. [IC 6-1.1-22.14]
December 2 2:00 p.m.-4:00 p.m.	ILF Legislative Committee, Indiana State Library, Indianapolis, IN
Mid December	Will receive Annual Report forms from the Indiana State Library and Library Annual (Financial) Report (LAR1) from the State Board of Accounts.
December 19	Last day to report and make payment of state and county income tax withheld during November to the Department of State Revenue, Indianapolis.
December 25-26	Christmas and Floating Holiday State Library closed (all state offices closed)
By December 31	County Auditor makes distribution of funds (property tax, excise tax, FIT, CVET revenues) to library [IC 6-1.1-27-3]
By December 28	Board approves year end appropriation transfers, LIRF Transfer, Rainy Day Fund Transfer*, and encumbrances* (* can actually be done at the January meeting)
December 30	2008 LSTA Grants 2nd Quarterly Report due
By December 31	Renew ILF and ALA memberships
December 31	On or before the last day of the month the library shall reconcile, as of the last day of the prior month, the balance of public funds as disclosed by his or her records (financial and appropriation record) with the bank statement.